



City of Burien

15811 Ambaum Blvd. SW Suite C, Burien, WA 98166 (206) 988-3714

BUSINESS LICENSE APPLICATION

The Business License is valid from August 1st through July 31st

Annual Fees: \$150 - 40+ employees, \$75 - 0-39 employees, \$30 - Home Occupations

Pro-rated fee for licenses from February 1st - July 31st is 50% of annual fee

ALL BUSINESS LICENSE APPLICATION FEES ARE NON-REFUNDABLE

A. Business Information

Legal Business Name: _____ Unified Business ID (UBI) _____

Doing business as (if different than legal name) _____

Business Address (do not use building name) _____ City _____ State _____ Zip Code _____

Business Mailing Address (if different than business address) _____ City _____ State _____ Zip Code _____

() _____ () _____
Business Telephone Number Business Fax Number Email Address

Business Owner's Name: _____ Owner's Phone # _____

Business Owner's Address _____ City _____ State _____ Zip Code _____

Please indicate your type of business. ☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ LLC

Nature of business _____

Number of employees: Full-time _____ Part-time _____

State Industrial Classification Code _____ See list in Application Packet

Professional License Number _____ (contractor, cosmetology, masseuse, etc.)

Health Department Permit Number _____ Attach a copy of the permit to this application

Are you claiming Non-Profit or Gov't Status? ☐ Yes ☐ No If yes, attach proof of non-profit status

Is your business located within City Limits? ☐ Yes ☐ No If yes, fill out section B

() _____
Emergency Contact Phone Number Emergency Contact Name

PLEASE NOTE: Submittal of this application does not indicate approval of your business license. You will be notified when your application has been approved. OPERATING A BUSINESS WITHOUT A CITY BUSINESS LICENSE IS A VIOLATION OF CITY LAW.

I hereby attest that I have not been convicted of a crime which relates directly to the business for which this registration is sought, suffered a civil judgment based upon fraud, misrepresentation, violation of the Washington Consumer Protection Act or similar state or federal statutes, or had any other judgment or cease and desist order or consent degree relating to business activities. I further attest the information provided on this application is true and accurate. I understand my place of business must comply with all City of Burien codes and ordinances and the business license application fee is non-refundable.

SIGNATURE OF APPLICANT

DATE

City of Burien Use Only

Special License Fee _____ Check Number _____
Business License Fee _____ Date Paid _____
Total Amount Paid _____ License Number _____
Comments _____

Please continue on next page



B. Business Information for businesses located within Burien city limits.

Approximate date business opened at this address _____

Property Owner Name _____ () _____
Property Owner Telephone Number _____

Property Owner Mailing Address _____ City _____ State _____ Zip Code _____

Nature of *previous* business (if known) _____ Approx date closed _____

Number of employees: Full-time _____ Part-time _____

Is business operated **from a residence** within City Limits? ☐ Yes ☐ No **If yes, fill out Section C**

C. Business Information for businesses conducted from a residence within Burien city limits.

Please be advised that your property may contain legally binding covenants and/or restrictions governing the uses permitted on a lot or within a residence. The City of Burien is advising applicants to research any private covenants or restrictions prior to filling an application. Violation of private covenants and/or restrictions could result in private parties initiating civil legal action.

1 I have been provided a copy of Section 19.17.090 of the Burien Zoning Code and understand its contents.

☐ Yes ☐ No

2 Explain in detail the type of home occupation requested. Please include specific information on how the product or service provided is transferred to the client.

3 Does your business utilize machinery and/or use or store hazardous substances?

☐ Yes ☐ No

If yes, please describe: _____

4 Will there be outdoor storage of materials related to the home occupation?

☐ Yes ☐ No

If yes, please describe: _____

5 What is the gross floor area of your dwelling unit and accessory buildings on your lot?

_____ sq. ft.

What is the total floor area devoted to home occupation?

_____ sq. ft.

6 Will there be any activities of the home occupation conducted outside?

☐ Yes ☐ No

If yes, please describe: _____

7 Number of employees:

Resident _____

Non-resident _____

8 Will additional parking areas be provided on site?

☐ Yes ☐ No

If yes, please include a site plan

9 Will the home occupation include sales of products or merchandise?

☐ Yes ☐ No

If yes, please explain the nature of the product: _____

10 Will customers visit the residence?

☐ Yes ☐ No

If yes, please explain how many customers visit the residence on a daily basis and at what time of day.

11 Does the home occupation require the use and/or storage of a vehicle for pick-up of materials or the distribution of products from the site?

☐ Yes ☐ No

If yes, provide vehicle size and capacity information and proposed on-site parking location on the site plan or fill in below.

Please continue on next page



Business Information for businesses conducted from a residence within Burien (cont.).

12 Is there any electrical or mechanical equipment used in the home occupation that result in any of the following:

A change to the fire rating of the structure used?

☐ Yes

☐ No

Interference in radio or television receivers or electronic equipment located off-premise?

☐ Yes

☐ No

Fluctuations in the line voltage off-premise?

☐ Yes

☐ No

13 Will the utility demands of the home occupation for sewer, water, electricity, garbage or natural gas exceed normal residential levels?

☐ Yes

☐ No

If yes, please explain: _____

General Conditions for Home Occupation

- (1) Retail sales shall be limited to items produced on site or incidental sales of items associated with a service provided by the Home Occupation.
- (2) Customers visiting the Home Occupation are limited to the hours from 8 am to 8 pm and no more than one customer may be at the residence at any one time and no more than 8 customer visits shall occur in any one day.
- (3) Deliveries to the Home Occupation are permitted only between 8 am and 8 pm.
- (4) The Home Occupation shall not create vibrations, heat, glare, dust, odors or smoke that is discernible at the property lines and is offensive to a reasonable person.
- (5) The Home Occupation shall not create noise exceeding 55 decibels at the property line from 8 am to 8 pm or any noise discernible by the human ear at the property lines from 8 pm to 8 am or noise considered a nuisance under BMC Chap 8.45.
- (6) The Home Occupation shall not change the building occupancy classification of the structure(s) for use by the Home Occupation.
- (7) The Home Occupation shall not use or store hazardous substances in excess of those normally allowed in a residential area under the UBC and UFC.
- (8) The Home Occupation shall not create any electrical, magnetic or other interference off the premises.
- (9) The Home Occupation shall not consume utility quantities that negatively impact the delivery of utilities to the surrounding properties.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I will report any changes in the conducts of the above described home occupation to the Burien Planning Department no later than five (5) days after such change took place. I agree to comply with the conditions as set forth, including, but not limited to all City Ordinances and State Laws applicable to the business activity.

SIGNATURE OF APPLICANT

DATE

(for businesses conducted from a residence within Burien city limits)

City of Burien Use Only**PLANNING DEPARTMENT**

☐ Approve ☐ Deny

Parcel Number

Zoning District

Reviewed By

Date

Primary Land Use

Accessory Land Use(s)

Previous Use(s)

Dates of previous operation

Permitted Use?

☐ Yes

☐ No

☐ Legally Non-conforming

Parking and landscaping

☐ Acceptable (incl. non-conforming)

☐ Improvements required

Home Occupation Permit Approved?

☐ Yes

☐ No

☐ N/A

Notes: _____

BUILDING DEPARTMENT

☐ Approve ☐ Deny

New Construction Permit #

Tenant Improvement Permit #

Reviewed By

Date

Occupancy Permit

Occupant Load

Occupancy Group

Notes: _____

Fire Department

☐ Approve

☐ Deny

Police Department

☐ Approve

☐ Deny

Date of notice sent to abutting residents and across the street 300-feet in both directions: _____